

# TRAINING MANAGEMENT SOLUTION

## AUTOMATED ORCHESTRATION WITH VERSATILITY BUILT-IN

The AssurX Training Management solution orchestrates training requirements, activities, materials/courses and training histories across your organization. The software ensures your personnel are always trained for the job; all training is effective and properly documented; and training histories are readily accessible, auditable and correctly reported when required.

### Intuitive, Nimble and Controlled

Easily identify, assign and maintain unique training requirements and courses/materials for each employee or contractor. Manage training by company, group or individual. The software automatically tracks training tasks, sends users notification of upcoming and late training, and escalates any issues to supervisors to ensure all training and certifications are completed in a timely manner. Training histories are automatically recorded for easy retrieval and reporting.

Simple-to-use dashboards deliver real-time access and visibility into activities for administrators, and a user-friendly way for trainees to access their assignments, materials, exams, history, and to register for courses.

The software's flexibility is unmatched, making unlimited additions and changes of staff, requirements and courses/materials quick and simple to implement.

Paired with other AssurX applications such as CAPA, Change Management, Compliance Management, Document Management (or other document control software), training can be automatically assigned and launched for events happening across operations, and as new or revised documents become ready.

The solution is available as either traditional OnPremise (licensed software) or OnDemand (SaaS).

### LOWER COSTS & STREAMLINE OPERATIONS

COORDINATE & CONTROL TRAINING IMPLEMENTED ACROSS BUSINESS GROUPS, ENTITIES OR LOCATIONS

ACCOMMODATE CONSTANT ORGANIZATIONAL CHANGE OR GROWTH

AUTOMATED TRAINING COMPLETES ANY QUALITY OR COMPLIANCE SYSTEM (CAPA, CHANGE CONTROL, DOCUMENT MGMT., COMPLIANCE MGMT., ETC.)

### MAINTAIN COMPLIANCE

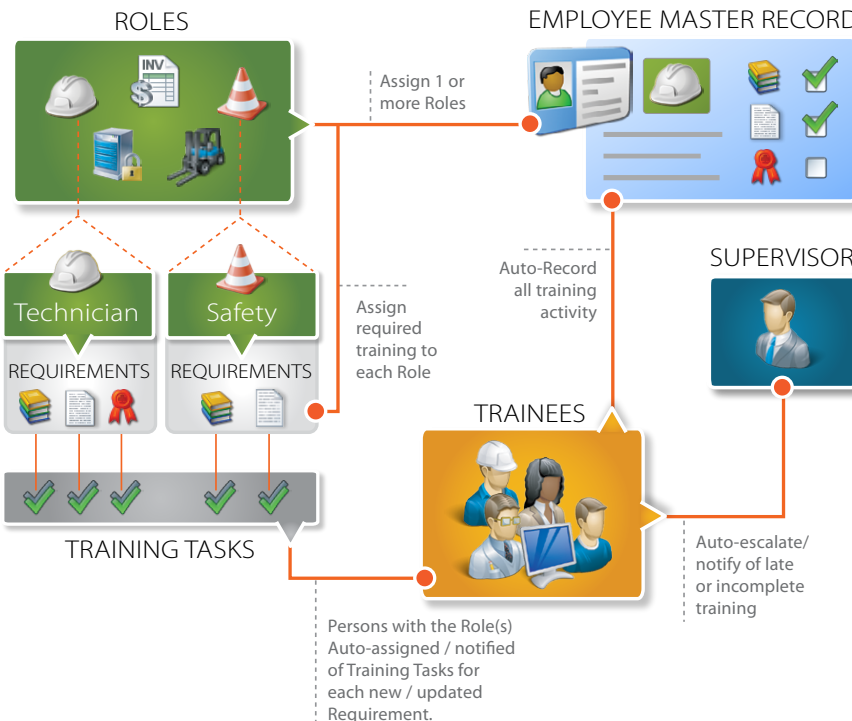
MEET REGULATORY/LEGAL/SAFETY REQUIREMENTS (21 CFR PART 11, FDA, ISO, SOX, EMEA, NRC, NERC, ETC.) WITH A COMPLIANT AUTOMATED SYSTEM

EASILY PROVE TRAINING COMPLIANCE WITH AN AUDITABLE PROGRAM

### INCREASE QUALITY & IMPROVE THE BOTTOM LINE

ENSURE PERSONNEL ARE ALWAYS PROPERLY TRAINED & QUALIFIED

### BUILT-IN FLEXIBILITY AND CONTROL WITH ROLES, REQUIREMENTS, TASKS AND RECORDS



*AssurX Training Management software is an intuitive, nimble system that ensures proper training compliance, even in complex, fluid environments. The software makes unlimited additions or changes in staff, roles, requirements, and courses/materials incredibly easy to implement.*



“ASSURX’S SYSTEM HELPED US TO MAKE TRAINING EASIER AND ALMOST FUN. I HAD EMPLOYEES STOPPING ME IN THE HALL TO THANK US FOR MAKING THE TRAINING PROCESS SO MUCH BETTER.”

Director,  
GMP Quality Assurance  
ImmunoGen, Inc.



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## Key Built-in Features

### COMPLETE, AUTOMATED TRAINING PROGRAM

The software creates an electronic workflow of tasks, assignments, alerts and escalations that can be automated to the level you prefer. It maintains an electronic archive of all training requirements, courses/materials, activities and individual training histories.

- Properly identify and maintain all training requirements
- Quickly identify “who-needs-what” training even in complex, changing environments
- Assign, track and manage all training by company, group or individual
- Identify and manage training courses and materials:
  - Schedule courses, trainers, locations, sessions and assign learning materials
  - Set course capacity limits and track enrollment numbers
- Ensure training is effective with fully customizable exams (optional):
  - Flexible question types
  - Setup pass/fail parameters and limits for number of exam attempts
- Online course registration and testing for students and trainers
- Ensure all training activities are completed properly and on time. Due dates are automatically tracked, charted, and reminders/escalations sent:
  - Immediate email notification when new training is required sent only to affected personnel
  - Auto-escalate incomplete, failed or late tasks to supervisors if not correctly completed by due date, based on rules you define

### BUILT FOR COMPLIANCE

Supports compliance with FDA and other regulations (ISO, SOX, EMEA, NRC, NERC, etc.) with validation, audit trail, electronic signatures, retention, traceability and evidence of training.

All training activities are systematically managed and recorded to meet regulatory requirements.

- Automates training compliance and recording of training/qualification/exam histories across your organization
- Easily audit, retrieve and report training/qualification and test score history for an individual or group

### EASY, UNLIMITED CHANGES

Even in fluid, complex organizations, AssurX accommodates unlimited, continuous change in staff, operations, regulations and training activities/materials. Changes that make re-training necessary are always properly identified, communicated and rolled out in an auditable, documented training program.

### USER FRIENDLY

**For training administrators**, a Management Dashboard delivers real-time visibility into the system and an easy way to review, update and manage the organization’s training requirements, roles, histories, courses, materials, exams and documents. Administrators can also manage tasks, access controls, view status reports, and manage assignments for new personnel and personnel with added roles.

**For trainees**, a personal dashboard-style homepage allows users to see their own outstanding training activities and history; access training documents, current and past exams and course assignments; and browse and enroll in available courses.

- Dashboards display only information and functionality pertinent to each user
- Drill-down into any chart for detailed data and records

## About AssurX

With decades of expertise built into their quality management and regulatory compliance software, AssurX helps *any* company, exceed quality expectations, ensure compliance, manage risks and better govern their enterprise. AssurX is a highly versatile set of software solutions that unites and coordinates information, activities and documentation in one reliable enterprise system, letting you easily orchestrate operations; detect, correct and prevent problems; and improve the bottom line.